



## 2009-2010 Revised Program Plan Instructions

For each program area, review the plan to verify the following information. (Any changes should be made directly on this form by drawing a line through the incorrect data and correct it in red above the original figure and/or name.)

Items to verify:

- The names of all instructors assigned to this program.
- The number of contract days for each instructor.
- The percent of time of each instructor. *(This is calculated by taking the number of class periods allowed for planning, instruction and the supervision of students in occupational experience programs and divide this by the total number of class periods. It is not to include other assignments such as supervising study halls and teaching non-vocational courses.)*
- The total amount of the instructor's contracted salary. Extra-duty pay for non-vocational activities such as coaching or tech coordinating should not be included.
- The amount of travel funds requested. This total should include meals and lodging.
- The amount of funds requested for equipment and instructional materials. Funding requests must be supported with a request for Equipment & Instructional Materials form (SFN 15263). No funding will be approved if this form is not on file or submitted with the amended budget request.

**All equipment requested during FY 2010 must be purchased or have a purchase order in place by February 1, 2010.**

The plan must be signed and dated by an authorized individual. Amendments to this plan must be submitted in writing to our agency.

### **Advance Payments**

Advance payments for state-funded programs will be issued in January. You may request funds by submitting a Request For Interim Reimbursement form (SFN 15251) prior to June 30, 2010.